

**Flathead County Library  
Board of Trustees Meeting Minutes  
Main Branch, Kalispell  
April 9, 2008**

- I. **Call to Order** – Hanson called the meeting to order at 7:00p.m. Present were Laura Long, Anne Moran, Kala Lougheed, Dave Hilde, and Library Director, Kim Crowley.
- II. **The minutes of the February 28, 2008 meeting were approved with corrections by motion from Anne Moran. After a second from Laura Long, the motion passed.**
- III. **Open Time for Persons to Address the Board – No one present**
- IV. **Reports –**  
**Financial Report** – Marr reviewed the financial reports with no changes. Jerry Hanson asked that the lines on the financial report be numbered in order to easily locate items being reviewed. The Financial Reports were approved upon motion by Kala Lougheed and passed after a second by Anne Moran.

**Director's Report – Crowley**

Crowley showed one of the new “READ” posters featuring children from one of the local schools. Four schools participated by having a contest related to books or reading for the children to win a place on the poster. Crowley mentioned that 12 members of the library staff completed the Library 2.0 Challenge.

**Building Committee – Crowley**

Kelly Danielson, the Community Development Director for the City of Kalispell, is the newest member of the committee. The next meeting, on April 16, 2008, at 4:00pm will feature guest speaker, Jeff Kuhn, Manager of the Brownfield Program, Section Petroleum Release Remediation Division of the Montana DEQ. He will address the committee on the underground environmental problems throughout the downtown Kalispell area.

New market tax credits were discussed from the prior committee meeting and Hanson asked for written information on the program. Further discussion was deferred until copies can be distributed. Hanson asked that a report of the Committee meetings be added to the Director's report.

**Foundation Report – Long**

Stewart Harvey is working on the website for the Foundation. Committees have been set up to give more structure to the Foundation and the newsletter has been mailed. Hanson asked that the minutes of the Foundation meetings be sent to the Board and a report added to the Director's report. Long will add the Board members to the Foundation distribution list. Harvey would like the Library Board members to contribute to the Library Foundation. He wants to be able to go into

the community and say he has 100% Board support. Marylane Pannell, president of the Friends of the Library, has joined the Foundation.

**VI. Old business –**

**Clarification regarding Shelby-Young Property (Tidyman's)**

The property is to be referred to as the Shelby-Young property, not Tidyman's. Hanson asked for a motion to lend clarity to the decision made by the Board. A motion was made by Kala Lougheed and seconded by Anne Moran but after discussion that motion was withdrawn. Long said she could not vote on a motion that expressed the intent of the other members of the Board. Kala Lougheed made a second motion that was also withdrawn. Kala Lougheed made a third motion that the Flathead County Library Board will not consider the Shelby-Young property as a site for the main branch library. The motion was seconded by Anne Moran and passed 3-2 with Hanson, Moran and Lougheed voting for and Long and Hilde voting against.

Crowley suggested that the Board meet with the Citizen's Advisory Committee for Library Facilities to determine what is needed and wanted for a main library.

**Appointment of First Best Place Task force committee members –**

**Action**

In a motion by Anne Moran, Kim Crowley, Laura Long, Jerry Hanson and Mark Johnson will represent the Library on the First Best Place Task Force. Laura Long seconded the motion which passed.

**Impact Fees –**

Crowley said the City of Kalispell has impact fees and the County is asking for impact fees for roads and the jail. She would like to continue dialogue with the Commissioners and the City regarding impact fees for the library. Hilde had no comment because he doesn't think the Library would get them anyway. Long and Lougheed are in favor and Moran agrees with Hilde, stating that she has a problem with more taxation. Hanson doesn't think the library impact fees would fly and reminded the board that impact fees cannot cure past problems or be used for operations. Crowley will advise the Board when it is time to act as a Board. Crowley asked if she is allowed to speak with the Commissioners and City about impact fees for libraries. David Hilde moved to allow Crowley to present to the Commissioners for the Library. Kala Lougheed seconded and the motion passed with the Chair voting no.

**Review Building Committee Charge –**

Anne Moran made a motion to appoint Kellie Danielson to the Committee. David Hilde seconded the motion which passed.

The Chair, Jerry Hanson, wants to ratify the appointment of Mark Johnson and Michael Collins to be co-chairs of the Committee. Anne Moran made the motion, Kala Lougheed seconded and the motion passed.

Hanson said the name should be Citizen's Advisory Committee for Library Facilities.

Crowley will update the Charge to the Building Committee document as directed by Hanson.

Hanson will attend the next Committee meeting to inform the members of the changes to their charge and introduce the co-chairmen.

Crowley will call Jonathan Smith, County Attorney, regarding the number of board members who can attend a Committee meeting at the same time.

#### **Organization Chart –**

Moran noted that there is a Professional Librarian position presently vacant and asked if those duties could be disbursed among staff so the FTE could be used in other areas. Crowley replied that the staff is already stretched thin and this position is necessary as a professional position.

Hanson questioned the duties of the Assistant Director and said according to the job description this person should be directly under the Director and over the staff at all the branches. Crowley reported that this is a transition period and that is the ultimate goal.

Hanson also asked if the Office Administrator is qualified to supervise a Library Technical Assistant II position. Crowley said yes because this is a part-time Inter Library Loan position and is all clerical. Hanson questioned the org chart as not reflective of the “back of the house” and the “front of the house.” Crowley stated that all staff, except the janitor at Main and one technical services staff person, work directly with the public. Hanson questioned the Library Technology Assistant duties as split between two supervisors. Crowley noted that this is correct.

#### **VII. New Business –**

##### **Collection Policy update – Action**

Crowley sent the updated Collection Policy to the State Library for input and recommendations before presenting to the Board. Anne Moran made a motion to approve the policy changes as submitted. Laura Long seconded the motion which passed.

##### **Rules of Conduct policy update – Action**

Tobacco, alcohol use and illegal drug use were added to the policy. Kala Lougheed made a motion to approve the policy with one addition. Laura Long seconded and the motion passed.

##### **Executive Session to discuss Director’s annual evaluation –**

Due to the late hour, Anne Moran made a motion to move the Director’s annual evaluation to April 16, 2008 in Executive Session. David Hilde seconded and the motion passed.

#### **VIII. Board Comments –**

Moran asked to be excused from attending the Tamarac Federation Meeting and asked that Crowley be her proxy.

Moran said that some of the Board member information on the State Library Directory needs to be changed.

Hanson said the Library website needs to be changed to Flathead County Library System.

#### **IX. Adjournment –** The meeting was adjourned at 10:05pm.

Next meeting will be at the Main Library, April 16, 2008 at 7:00pm.

Karen Marr, Secretary